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<b>Bulletin Number</b>	14678BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	PROCUREMENT ASSISTANT I
<b>Rebulletin Information</b>	<b>THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD AND REVISE SPECIAL REQUIREMENT INFORMATION, EXAMINATION CONTENT, JOB OPPORTUNITY INFORMATION, AND APPLICATION AND FILING INFORMATION. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.</b>
<b>Exam Number</b>	R2344F
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	09/22/2014
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	3035.64
<b>Salary Maximum</b>	3967.46
<b>Benefits Information</b>	<b>Represented Employees</b> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
<b>Position/Program Information</b>	Performs a full range of journey-level functions in the regular and emergency procurement of supplies, equipment and services for a County department. Positions allocable to this journey-level class typically report to a higher level procurement supervisor and independently perform a full range of functions including the procurement of a variety of complex and technical supply and equipment items which involve research of vendor catalogs, making arrangements for comparative testing and evaluation of competitive products, and substantial participation in the development of tentative specifications for a variety of nonstandard items in order to ensure clarity and comprehensiveness and to reflect the special needs of the operating units. Positions allocable to Procurement Assistant I must have the ability to access and retrieve information using a video display terminal, utilize common word processing, procurement, and warehousing programs and have the ability to communicate with vendors and others on product technical specifications and other factors. These positions must have effective verbal and written communication and basic keyboarding skills.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"> <li>• Reviews requisitions for supplies, querying operating units regarding necessity for quantities requested.</li> <li>• Canvasses vendors to locate items which are out of production or are in short supply, obtaining prices, discounts, and delivery dates using automated resources such as personal computers and the internet.</li> <li>• Arranges for demonstrations of equipment and supply items by vendors to ensure product effectiveness and suitability for intended purposes.</li> <li>• Participates in the writing of product specifications.</li> <li>• Reviews reports of goods received and inspects merchandise to verify conformance to purchase order specifications.</li> <li>• Arranges for and coordinates the testing of competitive products by operating units and prepares reports of findings on comparative costs, relative efficiency, labor savings, etc.</li> <li>• Ensures compliance with established County and departmental purchasing policies and procedures.</li> </ul>

- Supervises the clerical processing of supply documents, following up on delays, and the maintenance of related records and controls throughout the acquisition process.
- Supervises follow-up activities and the expedition of orders for stock and non-stock items in the central purchasing agency.
- Conducts consumption studies and prepares reports on current and contemplated usage of items and observations of operating units.
- Conducts periodic review of various commodity classifications in connection with the maintenance of the department catalog, item utilization and standardization including the addition or deletion of items in accordance with past or contemplated usage by the operating departments, the classification of items, and the writing or revision of descriptions in a standardized format.
- Recommends the addition or deletion of brands of items when products do or do not meet item standards.
- Evaluates equipment for continued use or replacement.
- Prepares letters to justify reasons for acceptance of other than the lowest bid.

**Requirements****SELECTION REQUIREMENTS:**

One year of experience in procurement, storekeeping, or related work at the level of Los Angeles County's class of Procurement Aid\* or Warehouse Worker I\*\*.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special  
Requirement  
Information**

\*Procurement Aid prepares various procurement documents and maintains related clerical records and controls.

\*\*Warehouse Worker I performs a full-range of journey-level duties in operation of a warehouse.

**PLEASE DESCRIBE YOUR ASSIGNED DUTIES FOR EACH JOB LISTED ON YOUR APPLICATION REGARDLESS OF WHETHER YOU BELIEVE THE DUTIES ARE CONSISTENT WITH THE JOB TITLE.**

**VERIFICATION OF EXPERIENCE LETTERS (VOEL) ARE NOT REQUIRED. ALL INFORMATION INCLUDED IN YOUR APPLICATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED AT FACE VALUE TO DETERMINE YOUR QUALIFICATIONS. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE.**

**FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.**

**Withhold Information:** Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met. **APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS.**

**Examination  
Content**

This examination will consist of a written test that contains both computerized and paper-and-pencil components covering Written Expression, Reading Comprehension, Data Analysis and Decision Making, Office Practices and Procedures, Customer Service, Achievement and Orientation, Dependability, Customer Service Potential, Customer Focus, Conscientiousness, and Retention **weighted 100%.**

- Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores for the identical test part(s) automatically transferred to this examination.
- This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to

the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

Invitation letters may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Candidates will be notified of their test results by U.S. mail. Scores cannot be given over the telephone.

**WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.**

**Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.**

**Special Information** **TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:**

An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:

- <http://hr.lacounty.gov>
- Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized portion of the test by going to the following website:

- [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html)

**While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.**

**Vacancy Information**

The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

**Eligibility Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.**

**Available Shift**

Day

**Job Opportunity Information**

**Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.**

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

**Application and Filing Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE** only. Applications will not be accepted by mail, fax, or in person.

**INSTRUCTIONS FOR FILING ONLINE:**

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link

below:

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=14678BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=14678BR)

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los  
Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department  
Contact Name**

Exam Analyst

**Department  
Contact Phone**

213-738-2084

**Department  
Contact Email**

edeguia@hr.lacounty.gov or dbatungbacal@hr.lacounty.gov

**ADA Coordinator  
Phone**

213-351-2951

**Teletype Phone**

800-899-4099

**California Relay  
Services Phone**

800-735-2922

**Alternate TTY**

<b>Phone</b>	800-897-0077
<b>Job Field</b>	Clerical
<b>Job Type</b>	Administrative Support

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